

TRANSCRIPT OR PORTFOLIO REVIEW



DIRECTIONS FOR APPLICANT



1. Each post-secondary education institute in which you would like the Advisory Board of Massage Therapists (Board) to consider courses from must complete a set of the attached forms. Send the enclosed forms to each school: Sections A-E forms and He-P 905.01 (Educational Requirements).
2. Have each school return the forms DIRECTLY TO YOU. Do not have the schools(s) send the forms to the Department of Health and Human Services.

FORMS SENT DIRECTLY FROM THE SCHOOL(S) TO THE DEPARTMENT WILL NOT BE REVIEWED.

3. Once you have received all of the forms from the school(s), put together a request for review packet for the Board. In addition to the forms filled out by your school(s), your packet must also include supporting documentation for each course (official transcripts AND a school catalog that includes course descriptions, or a syllabus for each course). If you have an email address, please include that in your packet also. The Board may have questions and want to contact you through email. Then, forward the entire packet to:

Christine Topham, Program Specialist
Department of Health and Human Services
Licensing and Regulation Services
129 Pleasant Street
Concord NH 03301

5. If you wish to have the Board consider any of your ***professional experience*** for your verifiably documented practical hours, you must submit proof of your experience and hours. Proof of your experience and hours must be documented by client appointment dates, and if possible written testimony from your clients that they have received massage therapy from you and the number of hours. **Please note, however, that the Board does not guarantee that your experience will be accepted for practical hours.**
6. If you wish to have **additional** courses considered from schools, **in addition to and other than your massage therapy school(s)**, you must fill out a transcript review packet and include a school catalogue with course descriptions or syllabuses by each course.

NOTE: Courses that do not directly reflect or build upon the foundation and the core body of knowledge of therapeutic massage and bodywork in order to expand the practitioner's knowledge, skills, and abilities will not receive credit. Courses that teach participants how to diagnose clinical conditions; prescribe herbs, supplements, and pharmaceuticals; implement medical or surgical procedures; or incorporate chiropractic manipulations, physical therapy modalities, or other services or procedures that require additional licensure or certification; will not receive credit in portfolio review.

Name of Graduate/Student: _____

Name of School: _____

PORTFOLIO REVIEW - EDUCATION

SECTION A: 150 classroom hours of Anatomy & Physiology

List all of the courses specific to Section A (Anatomy & Physiology) to be considered towards the New Hampshire massage therapy educational requirements for licensure. Classes that can be considered for review in this area include but not limited to: anatomy, physiology, and kinesiology. Portions of courses that are not **entirely** on the subject of anatomy, physiology and/or kinesiology do not qualify for credit. For example, 10 hours of anatomy, which were part of a myofascial or trigger point course, will not be credited to the Section A requirement. Likewise, excess anatomy hours may not be applied to other sections.

Course/Training Description	Instructor / Title	Hours Completed	Was student tested on the material? (Yes/No)	Grade (Pass/Fail) (A-F)
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				

TOTAL HOURS:

**School Representative
Completing this Form:** _____

Printed Name

Title

Signature

Date

Name of Graduate/Student: _____

Name of School: _____

PORTFOLIO REVIEW - EDUCATION

SECTION B: 375 classroom hours: history, theory, practice, benefits and contraindications of massage therapy related modalities and adjunct therapies within the scope of practice of a massage therapist, including Swedish and hydrotherapy.

List all courses that are massage therapy and bodywork related, as described above, to be considered towards the New Hampshire massage therapy educational requirements for licensure. Adjunctive therapies courses expand the practitioner's knowledge, skills, and abilities by directly reflecting or building upon the foundation of the core body of knowledge of therapeutic massage and bodywork. Excess hours from other categories may not be applied to this section.

Course/Training Description	Instructor / Title	Hours Completed	Was student tested on the material? (Yes/No)	Grade (Pass/Fail) (A-F)
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				

TOTAL HOURS:

School Representative
Completing this Form: _____

Printed Name

Title

Signature

Date

Name of Graduate/Student: _____

Name of School: _____

PORTFOLIO REVIEW - EDUCATION

**SECTION C: 50 classroom hours of training in hygiene/sanitary practices to include blood-borne pathogen standards.
Adult CPR and first aid, documented by current certification in each area.**

List all courses specific to Section C, as described above, to be considered towards the New Hampshire massage therapy educational requirements for licensure. The certification of Adult CPR and first aid must be from one of the following institutions: American Red Cross, American Heart Association, or the National Safety Council. Excess hours from other categories may not be applied to this section.

Course/Training Description	Instructor / Title	Hours Completed	Was student tested on the material? (Yes/No)	Grade (Pass/Fail) (A-F)
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				

TOTAL HOURS:

**School Representative
Completing this Form:**

Printed Name

Title

Signature

Date

Name of Graduate/Student: _____

Name of School: _____

PORTFOLIO REVIEW - EDUCATION

SECTION D: 50 classroom hours of health service management, business practices and ethics of massage.

List all courses specific to Section D, as described above, to be considered towards the New Hampshire massage therapy educational requirements for licensure. Excess hours from other categories may not be applied to this section.

Course/Training Description	Instructor / Title	Hours Completed	Was student tested on the material? (Yes/No)	Grade (Pass/Fail) (A-F)
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				

TOTAL HOURS:

School Representative
Completing this Form:

Printed Name

Title

Signature

Date

Name of Graduate/Student: _____

Name of School: _____

PORTFOLIO REVIEW – EDUCATION

SECTION E: 125 verifiably documented practical hours.

The requirements for verifiably documented practical hours can be found in the attached form, He-P 905.01 Educational Requirements, sections (b) through (c) (2) {highlighted in bold text and underlined for easy reference}. All verifiably documented practical hours must meet those requirements. Excess hours from other categories may not be applied to this section. Practical massage hours that make up hours in massage technique classes may not be applied to this section.

1. Number of verifiably Documented Practical Hours Completed: _____
2. Name & title of school representative attesting to these hours: _____
3. Are these hours supported by documentation as required by He-P 905.01 (b) through (c) (2)? YES _____ NO _____

Additional Comments: _____

School Representative
Completing this Form:

Printed Name

Title

Signature

Date

He-P 905.01 Educational Requirements.

(a) The minimum educational qualifications for licensure as a massage therapist shall include:

- (1) A high school diploma or GED;
- (2) Graduation from a massage school; and
- (3) Completion of a course of study of at least 750 hours which shall comply with the requirements specified in Table 9.1 Curriculum;

Table 9.1 Curriculum

<u>Subject</u>	<u>Hours</u>
Anatomy and physiology	150 hours
History, theory, practice, benefits, and contraindications of massage therapy, related modalities, and adjunct therapies within the scope of practice of a massage therapist, including Swedish massage and hydrotherapy	375 hours
Training in hygiene/sanitary practices, to include blood-borne pathogen standards. Adult CPR and first aid, documented by current certification in each area	50 hours
Health services management, business practices, and ethics of massage	50 hours
Verifiably documented practical hours	125 hours

(b) Verifiably documented practical hours cited in Table 9.1 above shall include:

(1) Client information forms to be completed on each client which shall include at least:

a. Client's name, address, and telephone number;

b. Client's signature; and

c. Current date;

(2) Client notes to include at least:

a. Student therapist name;

b. Client name;

c. Date of session;

d. Duration of session; and

e. Session notes; and

(3) School log which shall include:

a. Student name;

b. Client name, address, and telephone number;

c. Date of session;

d. Duration of session; and

e. Signature of school representative, at the completion of the 125 hours, verifying that all client information forms and client notes in accordance with (1) and (2) above have been reviewed, are complete, and accepted by a faculty member or administrator.

(c) Students shall have attended a massage therapy school:

(1) That kept all records, as described in He-P 905.01 (b) (1), (2) and (3) above, on file for at least 3 years after the student's completion of the massage therapy program;

(2) That makes all school logs, as described in He-P 905.01 (b), (3) above, available and subject to inspection by the department and New Hampshire post-secondary education; and

(3) Whose curricula included all of the courses within each hourly block listed in Table 9.1 above, in which the actual hours for each course, however, was at the discretion of the school.

(d) Continuing education events, seminars, or programs shall not be accepted or approved as meeting any of the educational requirements of Table 9.1 Curriculum.

(e) Distance learning for some courses taken by a student as listed in Table 9.1 above shall be accepted, provided that:

- (1) The distance learning courses were not palpation dependent, hands-on courses;
- (2) All palpation dependent, hands-on courses were taken at the massage school;
- (3) The distance learning program required an on-line learning self-assessment quiz to be passed by the potential student prior to being accepted into the program;
- (4) The self-assessment quiz required in accordance with (3) above included inquiries relative to the student's;
 - a. Expectations of on-line learning;
 - b. Academic experience;
 - c. Technology skills;
 - d. Writing skills;
 - e. Level of maturity; and
 - f. Self-discipline;
- (5) Specific learning goals for each course were posted on-line;
- (6) All distance learning courses provided students with continuous interaction between faculty and students through use of on-line communications tools which included:
 - a. On-line discussion board;
 - b. Virtual classroom;
 - c. Responsive e-mail; and
 - d. Live chat;
- (7) Each course contained a weekly scheduled time for students to communicate live with his or her instructor;
- (8) Each course contained timely and reliable feedback to students; and
- (9) All distance learning courses provided the use of on-line grade book to allow students to constantly monitor their progress throughout the course.